

DDA 81-1978

25 SEP 1981

DDA  
ODP # 81-1297

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education  
MG Career Management Officer

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Promotion Planning for FY 1982

1. As you are aware, the requirement to prepare an Annual Personnel Plan for submission to the Office of Personnel has been eliminated. Although Subgroups will not be required to publish and disseminate promotion targets to employees, the need remains for promotion planning by your Subgroup to assist in your overview of boards and panels. As in the past, it will continue to be important to assure proper sex and minority representation in promotion progression.

2. The DDA/CMO will continue to track promotions in FY 1982 to monitor promotion progress and to ensure that promotions are within Career Service headroom constraints. Therefore, it is requested that a listing of your promotions (sample attached) be forwarded to the DDA/CMO, 7C-18, Headquarters, by the last working day of each month. If you have any questions regarding these new procedures, please feel free to contact me.

extension

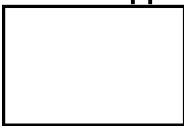
STAT

Harry E. Fitzwater

Attachment

cc: Subgroup Personnel Officers

STAT




22 SEP 1981

ODP # 81-1269

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education  
MG Career Management Officer

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FROM:   
Career Management Officer, DDA

SUBJECT: Procedures Governing Screening  
of Trial-Period Employees

REFERENCE: Memo to Multiple Addressees from  
DDA/CMO dated 27 Dec 1979; Same Subject

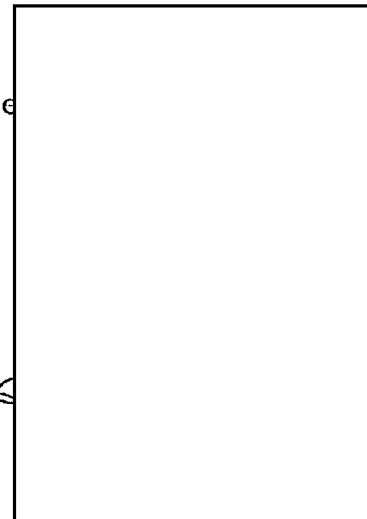
1. As part of the trial-period screening process, each month you have been provided with a computer listing of employees completing their trial-period in a specific month. After your Subgroup conducted a review of these employees, a memorandum was submitted from you to the DDA/CMO. To simplify these procedures, this memorandum no longer will be required. In lieu of a memorandum, your certification should be made directly on the computer listing. Once your Subgroup has completed a review of the trial-period employees a copy of the computer listing should be forwarded to the DDA/CMO with the following statement typed on it:

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"The appropriate career panels in this Subgroup have reviewed the records of the trial-period employees listed above and, unless otherwise indicated, I certify that each employee has been performing satisfactorily, that all required Performance Appraisal Reports have been completed, and that each should be retained as employees of the Agency."

(Signature of Head of Subgroup)

Date



2. The wording of the above statement should not be interpreted as implying that your Subgroup review will always result in a clear-cut decision to retain or separate an employee. In some cases, a conclusion may be difficult to reach. When such situations arise, they should be noted on the computer listing for the subsequent attention of the DDA/CMO and OP/SAS.

3. If you have any questions regarding the above

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cc: Subgroup Personnel Officers

27 DEC 1979

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Information Services Staff

25X1  
FROM

: [REDACTED]  
DDA Career Management Officer

SUBJECT

: Procedures Governing Screening of Trial-  
Period Employees

1. Agency-wide procedures have now been developed for screening trial-period personnel and for effecting their conversion to career status. An OPM will be published shortly outlining the exact roles played by the Sub-groups, the Career Services, and the Offices of Personnel, Medical Services, and Security.

2. As part of this new screening procedure, the Sub-groups will be provided with a machine listing of individuals completing their trial period in a specific month. Each Sub-group will:  
a) convene their appropriate Career Board or Panel to review each file and to state whether or not the performance of each trial-period employee is satisfactory; and b) certify that all required Performance Appraisal Reports have been completed in accordance with the most recent PAR call-up listing. (For the majority of trial period employees, this will mean that two PAR's will have been submitted). The Head of the Sub-group will then submit a memo to the DDA/CMO listing the trial-period employees and responding to a) and b) above. If you cannot certify to the satisfactory performance of any employee, C/SAS/OP should be contacted immediately so that appropriate action may be initiated. This action should be noted in your memorandum.

MEMO MAY BE REGRADED  
UNCLASSIFIED WHEN  
SEPARATED FROM ATTACHMENT

25X1

SECRET

3. Once this system is completely in effect, it is planned that the Sub-groups will have approximately six weeks to conduct their review and provide their verifications to the Career Service. In this initial review, the time limit is shorter than normal and your responses for the June and July 1980 call-ups must be received in DDA/CMO by 25 January 1980.



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Attachment  
Trial Period Machine Listing